

120

John's Construction
1234 N. Road
Anywhere, WA 99999

Dear Mr. Jones,

Here are my preliminary estimates for the work items. The total cost of the project is \$12,060. If you want to wait on the kitchen repair, the total cost would be reduced to \$6,560.

	Home Section	Work Items	Cost
204(1)	Roof	1. Rip off shingles 2. Resurface and apply stucco	\$2,300
204(2)	Kitchen	1. Repaint Cabinets 2. Rework plumbing for sink 3. Add ceramic tiling to floor	\$5,500
204(3)	Family Room	1. Fix blinds 2. Reupholster couch 3. Install hardwood floors	\$3,500
204(4)	Porch	1. Repair structural damage 2. Sand and repaint with ivory Asian paint	\$760

Thanks,
John

Fig. 2

120

John's Construction
1234 N. Road
Anywhere, WA 99999

Dear Mr. Jones,

Here are my preliminary estimates for the work items. The total cost of the project is $=SUM(Table1!C2:C5)$. If on the kitchen repair, the total cost would be reduced to $=FFF1-Table1!C3$.

A	B	C
1	Home Section	Work Items
2	Roof	1. Rip off shingles 2. Resurface and apply stucco
3	Kitchen	1. Repaint Cabinets 2. Rework plumbing for sink 3. Add ceramic tiling to floor
4	Family Room	1. Fix blinds 2. Reupholster couch 3. Install hardwood floors
5	Porch	1. Repair structural damage 2. Sand and repaint with ivory Asian paint
6	Total	$=SUM($

302(1) 302(2) 302(3) 124 306

304(1) 304(2) 304(3) 304(4) 304(5) 304(6) 308 310 312

308 Thanks,
John

126(1) 126(2)

Fig. 3

400

John's Construction
1234 N. Road
Anywhere, WA 99999

Dear Mr. Jones,

404

406

I'm pleased to offer you our **Formal Bid** for the repair work on your home. I greatly enjoyed meeting ⁴⁰⁴ with you and ⁴⁰⁶ evaluating your beautiful home. The details of the **=FFF1** ⁴⁰² are provided on the following pages. Please call me if you have any questions.

408

Best regards,

John

Fig. 4

0 9 5 9 9 0 0 8 - 0 0 0 0 0 0 0

500

John's Construction
1234 N. Road
Anywhere, WA 99999

Dear Mr. Jones,

Here are my preliminary estimates for the work items. Note that I substituted different paint for DuPont since it is out of stock.

504

502

	A	B	C
1	Home Section	Work Items	Cost
2	Roof	1. Rip off shingles 2. Resurface and apply stucco	\$2,300
3	Kitchen	Repaint Cabinets Plumb Sink Tile Floor	\$300 \$1,500 \$3,700
			=SUM(Table2!B1:Table2!B3)
4	Family Room	1. Fix blinds 2. Reupholster couch 3. Install hardwood floors	\$3,500
5	Porch	1. Repair structural damage 2. Sand and repaint with ivory Asian paint	\$760
6	Total		\$12,060

506

Thanks,

John

Fig. 5

600

John's Construction
1234 N. Road
Anywhere, WA 99999

Dear Mr. Jones,

Here are my preliminary estimates for the work items. The total cost is approximately $=\text{Table1!B6+Table2!B8}$ 610

602 → Table 1

Outdoor Work Items	Cost
1. Rip off roof shingles	\$300
2. Resurface and stucco	\$2,000
3. Repair porch damage	\$360
4. Paint porch	\$400
Total	\$3,060

608 → The itemized cost for the outdoor work items are summarized in Table 1. Note that I substituted different paint for DuPont since it is out of stock.

604 → Table 2

The itemized cost for the indoor work items are summarized in Table 2.

Indoor Work Items	Cost
1. Repaint Cabinets	\$300
2. Plumb sink	\$1,500
3. Tile floor	\$3,700
4. Fix blinds	\$200
5. Reupholster couch	\$400
6. Install hardwood floors	\$2,900
Total	\$9,000

As you requested, the costs of pursuing only the roof and kitchen at this time are summarized in Table 3.

606 →

Big Items Only	Cost
Roof	\$2,300
Kitchen	\$5,500
Total	\$7,800

=SUM(Table1!B2:Table1!B3)

=SUM(Table2!B2:Table2!B4)

Table 3

Thanks, John

Fig. 6

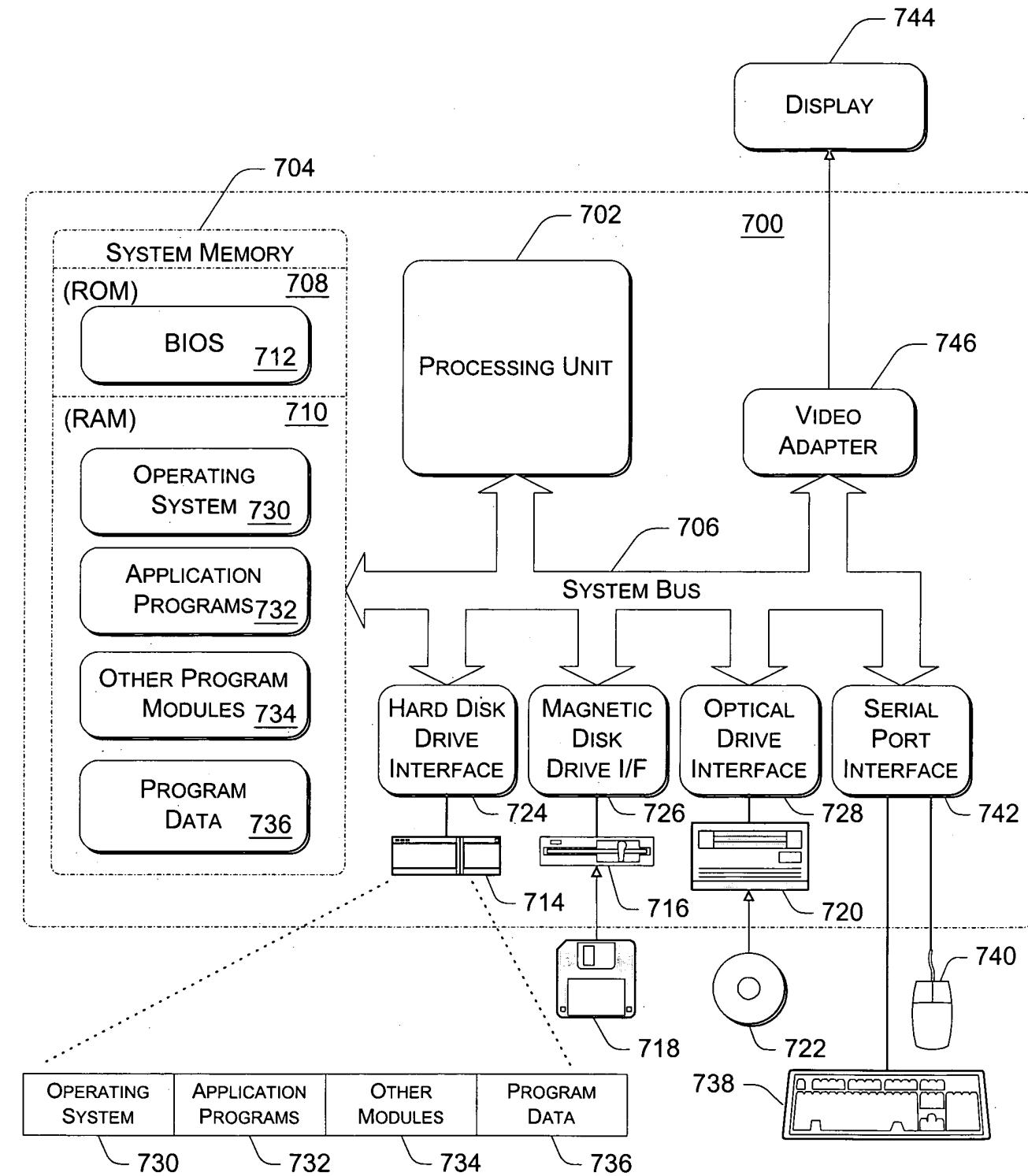


Fig. 7

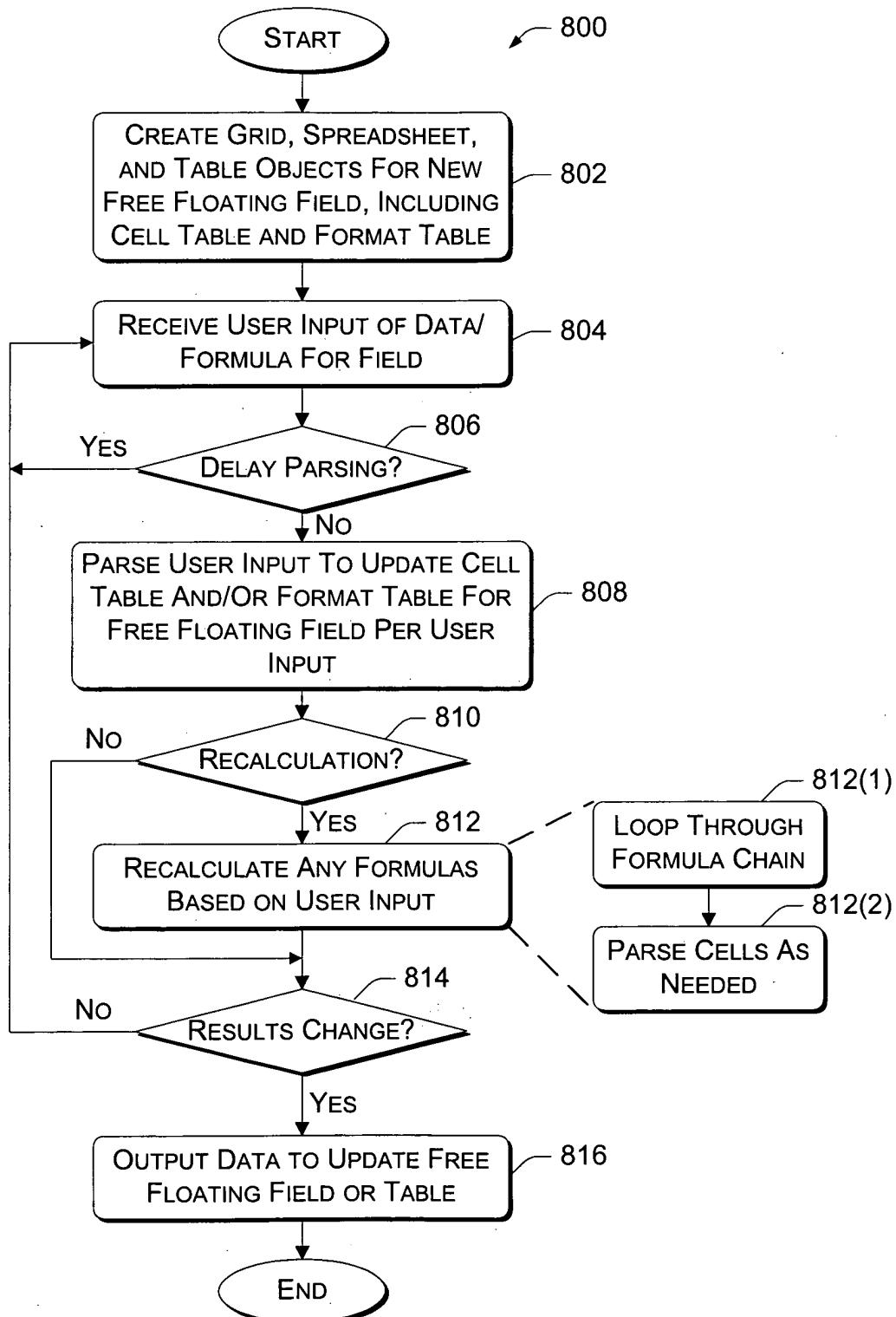


Fig. 8

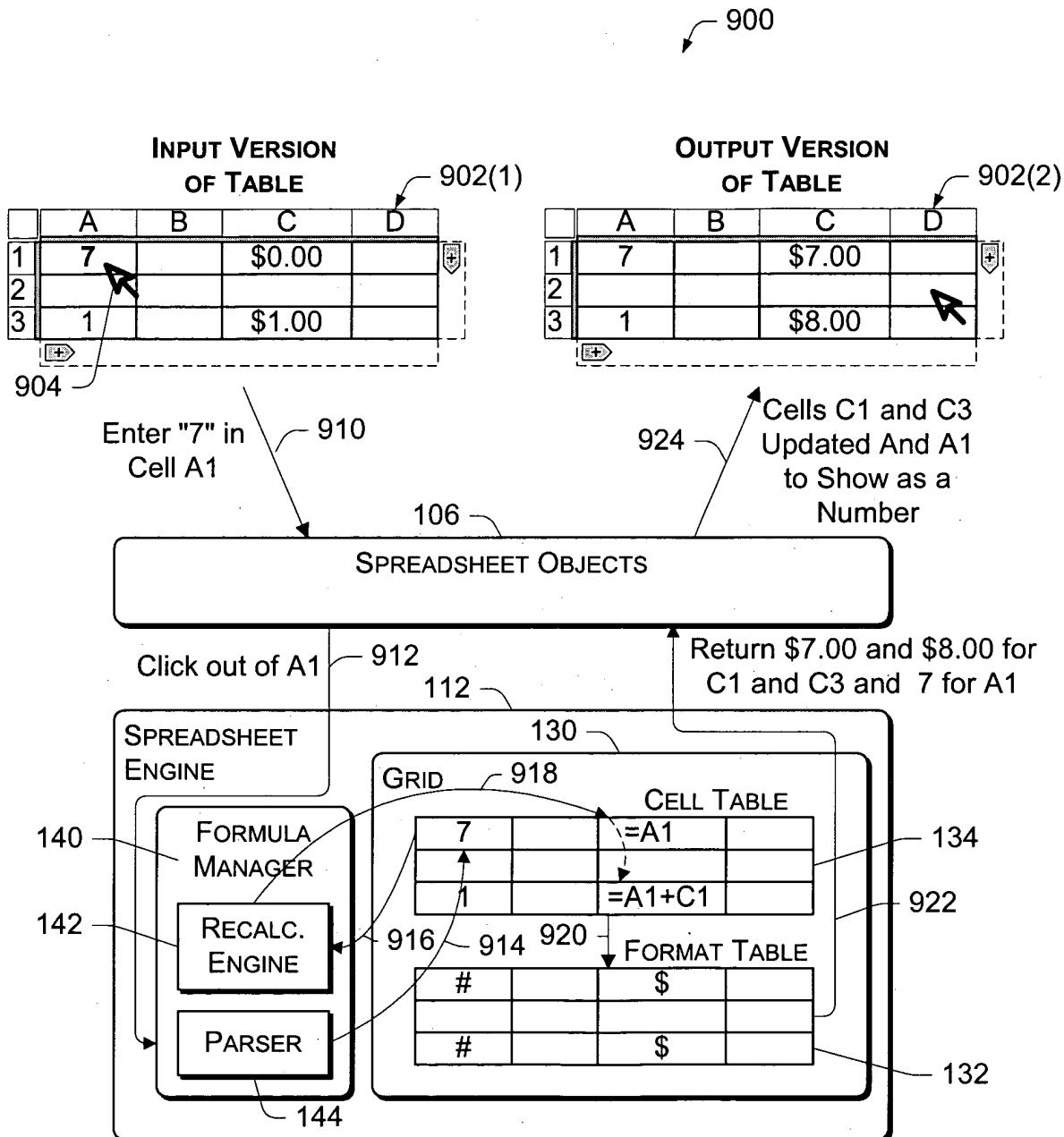


Fig. 9

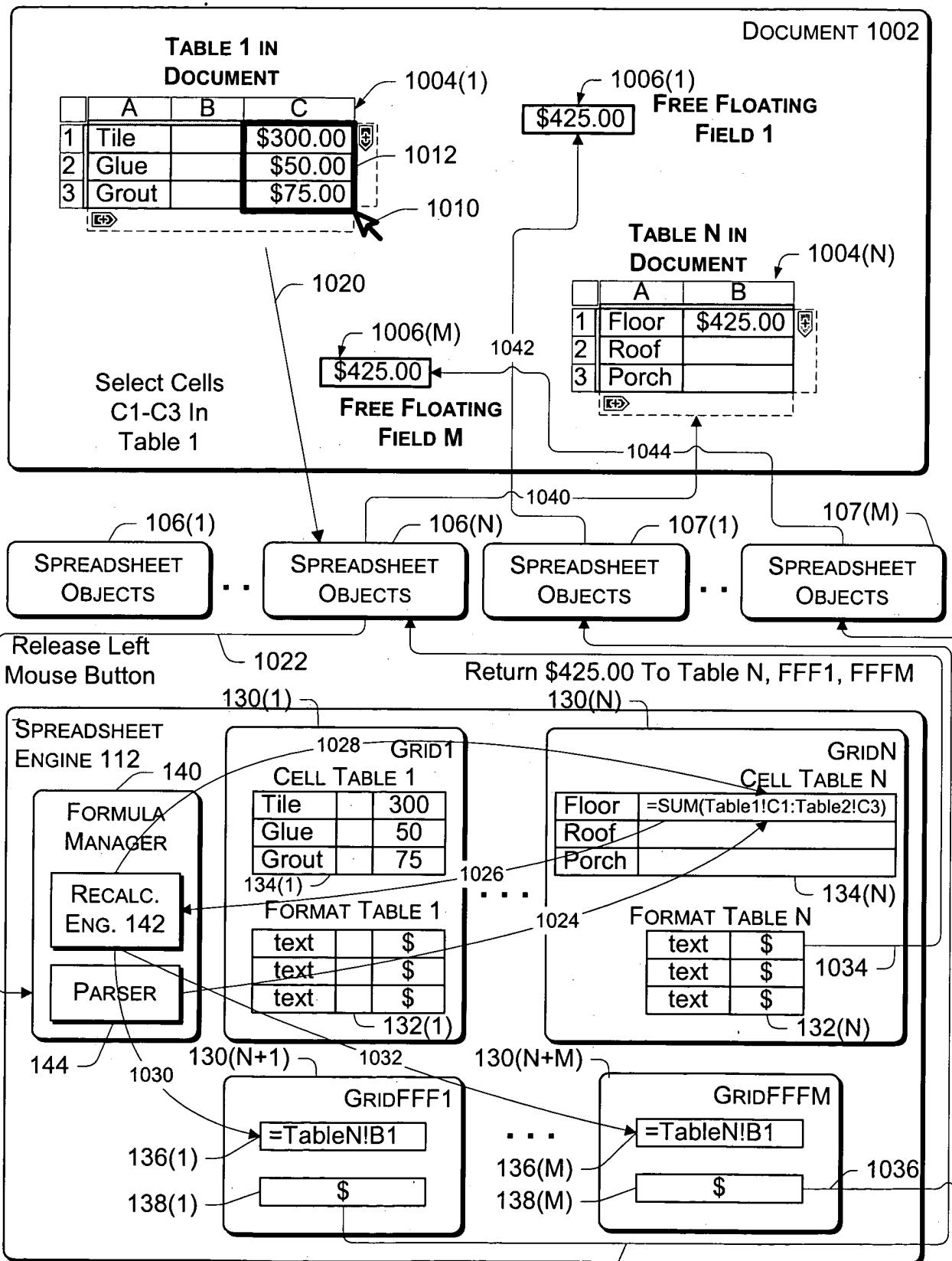


Fig. 10

- 1000